



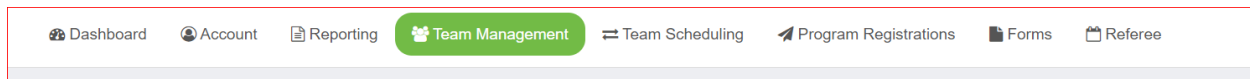
How to Upload Your Team Documents into GotSport

- For the 2024 Weston Cup & Showcase all documents must be submitted via GotSport
 - Link: <https://system.gotsport.com/users/login>
- Documents can only be submitted if your name is linked to the roster as a Coach or Team Manager - connect with your club if you do not see our event listed
- Medical Releases are not required
- Document upload is mandatory for all teams - documents required are:
 - PDF of passes
 - Guest player form (if applicable) - **only required if the player is not from your club**
 - Must be the same affiliation as your team i.e., FYSA passes cannot have a guest player with a US Club pass.
 - Guest player pass (if applicable)
 - Must be the same affiliation as your team i.e., FYSA passes cannot have a guest player with a US Club pass.
 - Roster is not required - we will import from the event roster - please ensure this is correct
- Questions? Email Engrid Spence at information@westonfc.org.

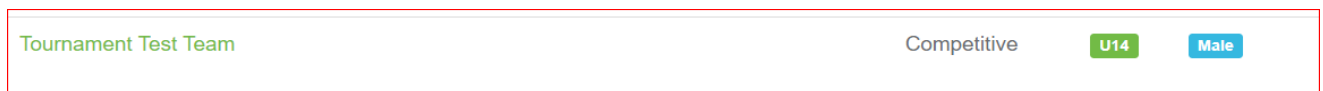
Log into [Gotsport](https://system.gotsport.com/users/login) : <https://system.gotsport.com/users/login>

- Use the username/ID email/password that was created for you to complete your background check, SafeSport, and Heads-up Certifications.

Click on Team Management:



Click on the name of your team:

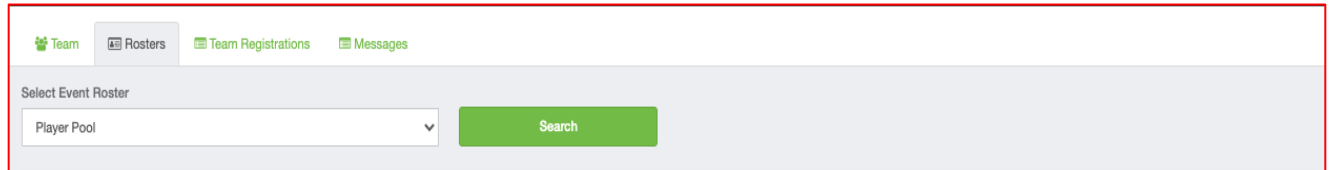


Build your event roster and ensure that it is correct - this will be downloaded onto the game card:

Click on the Rosters tab

From the “Select Event Roster” drop down, select the Weston Cup & Showcase

Click on Search



The screenshot shows the 'Rosters' tab selected in the top navigation bar. Below it, there is a 'Select Event Roster' dropdown menu with 'Player Pool' selected. To the right of the dropdown is a green 'Search' button.

Scroll down, to the right and from the “Clone roster from” select the roster that you wish to clone to the tournament (either FYSA Registration event (recommended) or a league roster).

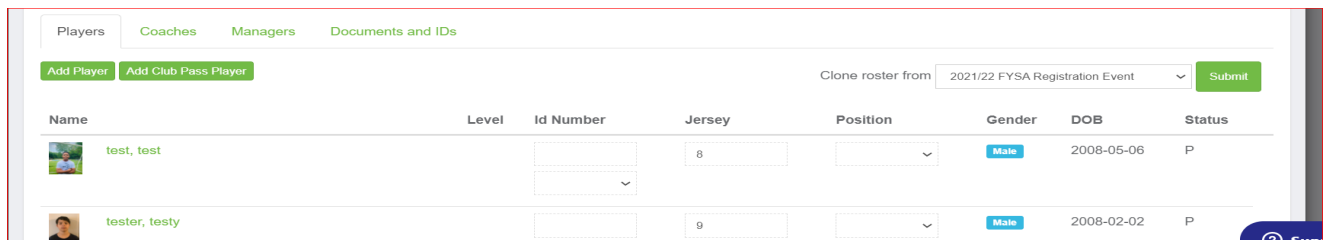
Click Submit



The screenshot shows the 'Clone roster from' dropdown menu with '2021/22 FYSA Registration Event' selected. To the right of the dropdown is a green 'Submit' button.

Check your roster is correct. This will be duplicated onto the game card and used by the referee to check your team in for game play.

- Enter all jersey numbers
- **Do not enter ID numbers or position - this is not required**



The screenshot shows the 'Players' tab selected in the top navigation bar. Below it, there is a table with columns: Name, Level, Id Number, Jersey, Position, Gender, DOB, and Status. Two test players are listed: 'test, test' and 'tester, testy'.

Name	Level	Id Number	Jersey	Position	Gender	DOB	Status
test, test			8		Male	2008-05-06	P
tester, testy			9		Male	2008-02-02	P

To add a player to the event roster that plays for your club, click on “add Club Pass Player”

[Add Player](#)
[Add Club Pass Player](#)
Clone roster from 2021/22 FYSA Registration E

Add Club Pass Player Hide

Search for players within the team's club to add him/her to the team.

First name
 Last name
 DOB

[Search](#)

Player must be on the 2024/24 FYSA Event Roster to be added

Enter the name, and date of birth as on the player pass, click Search and add.

[Add Club Pass Player](#) Hide

Search for players within the team's club to add him/her to the team.

First name
 Last name
 DOB

[Search](#)

Search Results

To add a guest/club pass player to an event roster, you'll first want to be sure that the event is allowing both types of players for the event. Once this is done here are the steps:

1. Add the player that you're using for the event a player role with your club by going to:

Club management>players>add player. Here you will look up that player and add them to your account

GotSport

Players

Manage Players Upload Players Parents/Guardians

MAMBAFC / Players

Select Saved Search [Search](#)

Player Last Name is

[Search](#) [Add Filter \(1\)](#) [Clear](#)

50 Per Page

Players

Displaying Users 1 - 90 of 344 in total

[Export](#) [Add Player](#)

	Name	Email/UserID	Gender	DOB	Age	Level	Phone
<input type="checkbox"/>	Abbott, Merri	merriabbo-eb3249@gotssport-demo.com	Female	07/12/2005	U17	1 - Division 1 1 - Division 1	404-381-0344
<input type="checkbox"/>	Abdou, Noah	Luis.Abakar@me.com	Male	05/12/2008	U14	Competitive	9047189401
<input type="checkbox"/>	Abshire, Nina	ninaabsh-349681@gotssport-demo.com	Female	01/23/2006	U16	Competitive Competitive	537-325-5695
<input type="checkbox"/>	Aguilar, Steven	test100@test.com	Male	11/27/2007	U15		
<input type="checkbox"/>	Allison, Tyler	test1022@test.com	Male	11/02/2002	U20	Travel Travel	
<input type="checkbox"/>	Alvarado, Ailei	test502@test.com	Female	12/29/2002	U20	Travel	
<input type="checkbox"/>	Alvarado, Joshua	test113@test.com	Male	03/30/2007	U15		

[Support](#)

Add User

DOB: / / First Name: Last Name:

Email/UserID (optional): Postal Code (optional):

Name	Email/UserID	Gender	DOB	Age	Level	Phone
Abbott, Merri	merriabbo-eb3249@gotSPORT-demo.com	Female	07/12/2005	U17	1 - Division 1 1 - Division 1	404.381.0344
Abdou, Noah	Luis.Abakar@me.com	Male	05/12/2008	U14	Competitive	9047189401
Abshire, Nina	ninaabsh-349681@gotSPORT-demo.com	Female	01/23/2006	U16	Competitive Competitive	537-325-5695
Agular, Steven	test100@test.com	Male	11/27/2007	U15		
Allison, Tyler	test1022@test.com	Male	11/02/2002	U20	Travel Travel	
Alvarado, Allie	test502@test.com	Female	12/29/2002	U20	Travel	
Alvarado, Joshua	test113@test.com	Male	03/30/2007	U15		

2. Now that the player has been added you will go to "Roster Builder" select the Event, followed by the "Guest" Tab. (or Club Pass).

Roster Builder

2022 Memorial Tournament (05/28/2022)

Find an Event Add Roster Season

Player Last Name: Is:

2022 Memorial Tournament
Start Date: 05/28/2022
Seasonal Year: 20/21

Players (344) Coaches Managers

Hide Rostered:

Primary Club Pass **Guest**

P	S	CP	Name	Gender	Level	Group	DOB
1	0	0	Abbott, Merri	Female	1 - Division 1	U16	2005-07-12
0	0	0	Abdou, Noah	Male	Competitive	U13	2008-05-12
1	0	0	Abshire, Nina	Female	Competitive	U15	2006-01-23
0	0	0	Agular, Steven	Male	Academy	U14	2007-11-27
1	0	0	Allison, Tyler	Male	Travel	U19	2002-11-02
0	0	0	Alvarado, Allie	Female	Travel	U19	2002-12-29
0	0	0	Alvarado, Joshua	Male	Competitive	U14	2007-03-30

Registered Teams/Rosters

2. Abshire, Nina	P	X	...
3. Agular, Steven	P	X	...
4. Allison, Tyler	P	X	...
5. Bravo, Johnny	P	X	...
6. Buchanan, Jason	23	Defender	G	X	...
7. Cassman, Noah	P	X	...
8. Finnigan, Seamus	P	X	...
9. Iverson, Allen	P	X	...
10. Lastick Lellon, Beulah	P	X	...
11. Lawrence, Johnny	P	X	...
12. Longbottom, Neville	P	X	...
13. Marquez, Melannie	P	X	...
14. Marquez, Melody	P	X	...
15. Marquez, Aracely	P	X	...
16. Martinez, Dulce	P	X	...
17. McHugh, Father	P	X	...
18. Moreno, Bianca	P	X	...

3. When you drag the player from the guest pool to the team's roster, a box will appear asking for the Position and Jersey number, the status will automatically be set to "G" for guest. Or "CP" for Club Pass.

New Roster

Position: Defender

Jersey: 23

Status: G

Add Player

Player Last Name	Is	Search	Add Filter (1)
2022 Memorial Tournament	Start Date: 05/28/2022	Seasonal Year: 20/21	Calendar Year
0 0 0	+ BROWN, JEFFREY	Male	Primera
0 0 0	+ Browns, John	Male	Recreational Birth Year
0 0 0	+ Buchanan, Stanley	Male	Competitive
0 0 0	+ Buchanan, Madison	Female	Competitive
0 0 0	+ Buchanan, Stefanie	Female	Competitive
0 0 0	+ Buchanan, Christine	Male	Competitive
0 0 0	+ Buchanan, Jason	Male	Competitive
0 0 0	+ Buchanan, Me	Male	Competitive
0 0 0	+ Buchanan, Jay	Male	Competitive

4. Now you will see the player on the roster.

2022 Memorial Tournament (05/28/2022) **Submit**

Roster Builder Find an Event Q Add Roster Season O

Player Last Name Is Search Add Filter (1) Save Search Clear

2022 Memorial Tournament
Start Date: 05/28/2022
Seasonal Year: 20/21

Players (344) Coaches Managers
Hide Rostered: Apply
Primary Club Pass Guest

P	S	CP	Name	Gender	Level	Group	DOB
1	0	0	+ Abbott, Meri	Female	1 - Division 1	U16	2005-07-12
0	0	0	+ Abdou, Noah	Male	Competitive	U13	2008-05-12
1	0	0	+ Abshire, Nina	Female	Competitive	U16	2006-01-23
1	0	0	+ Agular, Steven	Male	Academy	U14	2007-11-27
0	0	0	+ Allison, Tyler	Male	Travel	U19	2002-11-02
0	0	0	+ Alvarado, Alleli	Female	Travel	U19	2002-12-29
0	0	0	+ Alvarado, Joshua	Male	Competitive	U14	2007-03-30

Registered Teams/Rosters All Rosters

Coach/Manager Name	Coach	Primary	
1. Bryant, Kobe	Coach	Primary	X
2. Popolizio, Dominic	Coach	Primary	X

Player Name	Jersey	Position	Status
1. Abbott, Meri			P X
2. Abshire, Nina			P X
3. Agular, Steven			P X
4. Allison, Tyler			P X
5. Bravo, Johnny			P X
6. Buchanan, Jason	23	Defender	G X
7. Cassman, Noah			P X
8. Finnigan, Seamus			P X
9. Iverson, Allen			P X
10. Lastick Lellon, Beulah			P X
11. Lawrence, Johnny			P X
12. Longbottom, Neville			P X
13. Marquez, Melannie			P X
14. Marquez, Melody			P X
15. Marquez, Aracely			P X
16. Martinez, Dulce			P X
17. McHugh, Father			P X
18. Moreno, Bianca			P X

Next, upload your documents. Player passes and medical releases.
Click on Team Registrations Tab followed by Weston Cup & Showcase

The screenshot shows the top navigation bar with four tabs: "Team", "Rosters", "Team Registrations" (which is highlighted), and "Messages". Below the navigation bar is a search section labeled "Event" with a text input field containing "Search Event Name" and a blue "Search" button. Below the search section is a section labeled "Team Registrations".

Click on "Registration" Tab followed by Orange "Edit" option

The screenshot shows the "Team Registration - Tournament Test Team" page. The page has a dark header with the title "Team Registration - Tournament Test Team". Below the header is a navigation bar with five tabs: "Info", "Registration" (which is highlighted), "Billing", "Roster", and "Scheduling". Below the navigation bar is a section labeled "Registration Form Answers" with an orange "Edit" button.

The screenshot shows the "Registration Form Answers" page. The page has a white background with a black header. The header contains the text "Please upload the following documents for Roster verification:" and a list of requirements: "Passes - One pdf - Individual uploads will not be accepted", "Guest Player Form - If applicable", and "Guest Player Pass - If applicable". There are "Edit" and "Delete" buttons in the top right corner. Below the header is a section labeled "Passes - One pdf only. Individual passes will not be accepted." with "Edit" and "Delete" buttons. Below this section is a "Choose File" button and the text "No file chosen". Below the "Passes" section is a section labeled "Guest Player Form (if applicable) - Must be the same affiliation as your official roster" with "Edit" and "Delete" buttons. Below this section is a "Choose File" button and the text "No file chosen". Below the "Guest Player Form" section is a section labeled "Guest Player Pass (if applicable) - Must be the same affiliation as your team passes" with "Edit" and "Delete" buttons. Below this section is a "Choose File" button and the text "No file chosen". The page number "Page: 1" is visible in the bottom right corner.

Upload documents, scroll to the bottom and save.

All uploads can be replaced and are editable

DEADLINE for eCheck-In is Sunday, February 11, 2024 at 11:59 PM – NO EXCEPTIONS. Note, rosters will be “frozen” at that time. All additional requests after February 13, rosters updates, etc. will incur a \$10.00 processing fee.

For any questions relating to eCheck-in please email Engrid Spence at information@westonfc.org. We look forward to your team’s participation in the Weston Cup & Showcase.

Once your documents have been approved, no further action is required. For team check in with the referee, you will require your laminated passes only (it is recommended that you have a copy of your official roster should there be a query).

Additional information:

1. **All FYSA players must be age verified in GotSport - no exceptions.** All FYSA passes must have a valid headshot - no exceptions
2. All players must be included on the roster -
3. All coach and bench staff personnel must have a laminated pass with the same affiliation/club as the roster/player passes
4. Guest players **within** the club must be pre-printed on the roster. A guest player form is **NOT** required
5. Uniform jersey numbers are required for all players.
6. Player Passes Upload: required for each player, coach, assistant coach, manager (Front Copy Single Version – Maximum 8 per page – No single passes accepted).
7. Guest Player Forms must be completed in compliance with the sanctioning body that has issued the player passes. Please contact your club registrar for guidance.
 1. FYSA - only electronically generated forms from within GotSport digitally signed by the loaning and accepting club will be accepted. **No exceptions.**
 1. **FYSA - contact your club administrator for guidance**
 2. **US Club - <https://usclubsoccer.org/forms-documents/>**
 2. Guest players must be affiliated with the same association i.e., US Club with US Club. It is not possible to play FYSA with a US Club pass or vice versa.
8. State Permission to Travel for all teams outside of Florida. This does not apply to US Club rosters.